



1901 Nicollet Ave S; 612 871-8305

## **THRIFT STORE PART-TIME EMPLOYEE**

Old School by Steeple People is a non-profit thrift store with a mission to:

- Create justice by providing quality goods at reasonable prices
- Live kindly by creating a welcoming environment and a network of support
- Humbly express our values by volunteering
- Donate basic items to service agencies
- Provide a place for the reuse of goods for a sustainable environment
- Donate our profits to deserving local charitable organizations

Founded in 1979 by members of Hennepin Avenue Methodist Church, Old School by Steeple People is an independent 501C3 nonprofit. The Store is run by paid employees, a Board of Directors, and over 100 community volunteers who serve at all levels of the operation.

## **RESPONSIBILITIES**

### **Store Operations**

1. Works alone or along-side volunteers to receive, sort, clean, price, and stock items.
2. Will work the cash register and provide a positive customer experience.
3. Ensures and assists that store equipment, supplies, tools, facilities, and fixtures are in good repair, and the store is clean and well-organized.
4. Regularly communicates with the Manager and Supervisor regarding store operations and recommendations.
5. Other duties as assigned.

### **Merchandise and Marketing**

1. Assists with all merchandise rotation to refresh displays.
2. Accepts appropriate donations and assists with storage and disposal of goods.
3. May assist with efforts to draw in shoppers, showcase our contributions, and share our story in order to increase organizational visibility and store income.

### **Leadership and communication\**

1. Creates a safe shopping and working environment
1. Ensures that all customers, volunteers, staff, and donors are treated with respect.
2. Promotes a positive and rewarding work environment in which efforts and expertise are recognized and appreciated.
3. Resolves issues with thoughtfulness and dignity while maintaining store policies.
4. Assists in keeping and building community among staff, volunteers, donors, and shoppers

### **Qualifications**

- Experience in working in a retail business, preferably a non-profit.
- Effective written and oral communication.
- Commitment to equity, compassion, and respectful interaction.
- Ability to work independently and take initiative.
- Dedication to reuse, repair, and recycling.
- Strong computer skills for the point-of-sale systems (you will be trained).
- Ability and willingness to perform essential physical job tasks including lifting 50 lbs.
- Criminal background check.

### **Compensation**

Part-time, variable hours, primarily weekends. \$15/hour, store discount